

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY
SEPTEMBER 20, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

COMMISSIONERS: Ember Davis Absent
David Romero
Vince Howell
Barbara Casey
David Ulibarri Jr.

ALSO PRESENT:

Lorraine Ortiz, Executive Director
Corinna Laszlo-Henry, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner David Romero to offer the moment of silence. Commissioner Romero offered a moment of silence, that our Lord guide us in the council meeting to make the right decisions for all the community.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

| | |
|---------------------------------|--------|
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner David Romero | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of August 14, 2017 as amended. Commissioner Casey sent in changes to be corrected the day prior. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

| | |
|---------------------------------|--------|
| Commissioner Barbara Casey | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner David Romero | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through August 31, 2017. The HA has gone through 2 months of the fiscal year, and 17% of the budget. Revenues are at 15%. As commission has seen in the past the transfer does not go through until December. Expenditures are currently at 17%. The HA will be moving projects that have been projected for this year. Madam Chair Gurulé-Girón asked if there will be any transfers in or out this year. Finance Specialist Martinez-Padilla stated, mostly transfers in. The transfer amount will be getting increased. The transfer from the Capital Fund to Operations will be increased by about \$10,000.

DIRECTORS REPORT

Director Lorraine Ortiz stated under Unit Maintenance, the Housing Authority will be requesting commission approval at this meeting for a Bid for Maintenance Inventory Supplies for the HA. There were two bidders which were Hacienda and BTU. The Maintenance crew is continually working on unit turnaround, from move-out inspection to move-in inspection within a short period of time. The units as well as the fleet have been inspected by the Funds insurance Adjustors. The HA is currently awaiting the report. Within Housing Management, the Housing Managers are continually busy with the day to day operations of the HA, including new admissions, annual lease renewals, annual inspections of units, and lease enforcement. Director Ortiz stated she is currently hearing appeals and making recommendations based on the informal hearings. The Waiting List Managers is filling vacancies with a quick turnaround date for move-out inspection. The focus is to have the unit filled within the same month that it becomes vacant, so the HA does not lose any revenue from HUD. Director Ortiz stated, within staff training, staff will be attending monthly safety trainings provided by the City. As required by HUD, Director Ortiz stated she has attended various seminars prior to actual on-site training in Albuquerque.

Director Ortiz stated within the Compliance Monitoring notification, it was recently found that there is a deed, and the paperwork prior to the deed was completely done inaccurately. This

deed is regarding the Church that the City purchased from the Housing Authority. The deed is still under the name of the HA and they are going to proceed to change it to the City of Las Vegas. Director Ortiz asked City Attorney Laszlo-Henry, if she had anything to add to this. City Attorney Laszlo-Henry stated she didn't think this had anything to do with the recent Compliance audit, this was just something that she had made the discovery of. Although the HA Operating Budget was paid back \$150,656 in the books, the transfer was never made from the Housing Authority back to the City of Las Vegas. It is appropriate to do this for the purposes, whatever the City wants, and also HUD appreciated that this will be done. A quit claim deed has been prepared. City Attorney Laszlo-Henry asked if this is something that a Commissioner would like to make a motion on, and it can actually get done today. Madam Chair Gurulé-Girón stated a motion cannot be made unless it is on the Agenda as an action item. City Attorney Laszlo-Henry stated it is being brought up in a report, and it is something that is really the Chair's authority, and she thought it would be good to bring it up in an open meeting, because one of the things that was on the Compliance Review, was a very thorough review of the minutes of these meetings. The City Attorney stated that the more they can show about the process the more involvement they can show of the entire commission. Madam Chair Gurulé-Girón stated to make sure that this is noted in the minutes and that the discussion is noted. Madam Chair stated we may have to hold a Special Meeting.

Commissioner Barbara Casey asked Madam Chair Gurulé-Girón if she could explain to those who are newer on the Council about the property. What Church? Where is it? Why was it purchased? How much it cost, and all other information regarding the church. Director Ortiz stated that City Attorney Laszlo-Henry has that information, and she can provide that to the commission for review as well. City Attorney Laszlo-Henry stated the Mountain View Baptist Church did sell it. It was purchased with funds from the Homeownership Program. That purchase was July 9, 2004. The HA at that point, with Lawrence Quintana as Director, had envisioned a partnership for providing some kind of transitional housing for Veterans. In an audit that took place in 2005 with HUD and again in 2012 through Moss Adams, it was identified as not an appropriate expenditure for the Homeownership Funds. As part of an agreement that was reached in Resolution #3161-2016 that acknowledges that portion of their audit findings of ineligible expenses had already been repaid by the City at this point, and that the City committed to repay the Operating Fund out of the General Fund, once the Homeownership Fund was finished.

Commissioner Vince Howell stated he was confused because City Attorney Laszlo-Henry stated that the Mountain View Baptist Church was sold. He stated he was attending that church and that was never discussed. He believed it was another church. City Attorney Laszlo-Henry corrected, stating it was the Mountain View Church of Christ.

Director Ortiz stated that as City Attorney Laszlo-Henry was explaining, HUD's Compliance Monitoring Review was scheduled on September 18th and 19th. It was completed on these dates. Director Ortiz stated she looks forward to the Compliance Review. She will use that as a plan on correcting deficiencies if they find any. She stated that policies within her department are outdated and she plans on updating all policies by bringing one or two for commission approval at meetings until all policies have been updated.

Director Ortiz wanted to present the commissioners with a binder she created to help with training the commission in Public Housing Governance and Financial Management. It is a self help program, which some of the commission members have already signed on to. Director Ortiz offered her help if any of the Commissioners needed assistance in logging on.

Commissioner Howell asked the status of the compliance issue with the Samaritan House building. City Attorney Laszlo-Henry answered saying that is going to require work before it can be put back on the rent rolls. This also comes into play in terms of the agreement to return 17 units to the rent rolls or otherwise under the Deed of Trust. City Attorney Laszlo-Henry stated that at this point an independent study needs to be conducted to determine the cost of renovation versus the value of the property. The unit is older and HUD has very high standards in terms of that, so that ratio has to be at a certain place before we can look at demolition. It is more likely going to be an interior renovation to turn it back into two units. She would expect that is something to be placed on the agenda soon. HUD has been generous in terms of looking into using those units to replace some of the 17 units. Commissioner Howell asked if HUD still owns the building. City Attorney Laszlo-Henry stated that it is PHA property which is held in trust through HUD with our annual contract. It is part of the PHA property which HUD does have an interest in.

BUSINESS ITEM #1

Approval/Disapproval of Resolution No. 17-31 to Authorize the Las Vegas Housing Authority to execute certify and submit all documents necessary for a DeMinimis Exception to Demolition Request of Existing Public Housing Units.

Finance Specialist, Natasha Martinez-Padilla stated that the City of Las Vegas Housing Authority desires to establish DeMinimis Exception to Demolition for existing housing units located at 2410, 2412, 2413 Yucca, and 302 Sandoval Street. These units were deemed to be beyond repair. It is in the PHA's best interest to demolish these units. Finance Specialist Martinez-Padilla reminded the Commission that this information was presented previously during the annual reports. This resolution was the last step needed to continue the process. The first step was placing it in the annual plan. The City then completed an environmental review of the property. This last step will be submitted through Housing's PIC system to the Fort Worth Regional Office. Once all the documentation is in, they will provide feedback if we can proceed. With approval, the HA can demolish 5 units, or 5%, whichever is least. The HA can also only do this every 5 years. Finance Specialist Martinez-Padilla also stated that with the mention of 220 Bernalillo (which previously housed Samaritan House), if demolition is to happen for this unit, the HA would have to wait another 5 years before requesting it. With this demolition, it will help HA's inventory, and will assist in increasing the HA's scores. These units have been an eye sore for quite some time. The units will be abated so there are no dangers of lead based paint or asbestos. After abatement and approval, the HA will be able to complete the DeMinimus.

Madam Chair Gurulé-Girón asked if the City would get any backlash from HUD like they did with the Macario Gonzales Units, which were knocked down, and then HUD came back and reprimanded the City for knocking them down, after they approved it. Finance Specialist Martinez-Padilla stated for the record that this was HUD's suggestion. HUD's engineer, the HA's

HUD analyst, and staff walked the sites and these units were deemed beyond repair. This is under HUD's recommendation, and they have assisted the HA through this entire process. Madam Chair Gurulé-Girón asked, were they not involved in the first demolition? Finance Specialist Martinez-Padilla stated according to what she has read, in the first demolition walkthrough, HUD deemed the units ok, they did not deem them beyond repair. The units had new windows, doors and roofs. It is her understanding that previous administration went over the local HUD office and requested approval for demolition from the Chicago Office before the report from the local office was submitted. Madam Chair asked, if there is documentation from the local HUD office giving this permission. Finance Specialist Martinez-Padilla stated yes. She stated that before the application is sent to Fort Worth, the HA's HUD analyst has to review and approve it. The local field office is the one who actually submits the application to Fort Worth.

Commissioner Howell asked when the HA held the public meeting and how many people participated. Finance Specialist Martinez-Padilla stated the meeting was held on February 16, 2016, and there were 6 attendees. Commissioner Howell asked if they were positive comments or negative comments. Finance Specialist Martinez-Padilla read the comments that the attendees wrote down. Some of the suggestions in place of the buildings were, a community garden, play grounds, and basketball courts. Barbara Padilla, Housing Manager Supervisor addressed the Commission stating all these comments were presented previously in 2016, at which time the commission all received a copy of all the comments. Commissioner Howell asked, what was the response to that. Finance Specialist Martinez-Padilla stated the commission approved the plan at that time. After the DeMinimis is completed, the HA will hold more meetings with the Resident Advisory Board as well as a Chariot Meeting with the Public. When holding those meetings, the HA will show what can and cannot be done on the property after demolition.

Commissioner Barbara Casey made a motion to approve Resolution No. 17-31 to Authorize the Las Vegas Housing Authority to execute certify and submit all documents necessary for a DeMinimis Exception to Demolition Request of Existing Public Housing Units on 2410, 2412, 2413 Yucca and 302 Sandoval Streets. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

| | |
|---------------------------------|--------|
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner David Romero | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

BUSINESS ITEM #2

Approval/Disapproval to Award Bid #2018-16 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers and BTU Building Materials Inc., the lowest responsive bidders per item listed.

Finance Specialist Natasha Martinez-Padilla stated the City of Las Vegas Housing Authority is required to go out for Bid annually for Maintenance Inventory Supplies for the Housing Authority. The commission was provided with the summary sheet for their review. In order to save time and get the units turned around in the fastest possible time, the HA goes out for bid for Maintenance Inventory Supplies annually, for items that are used on a regular basis for unit repairs and unit turnaround. This is a, per item bid, and the lowest bid is awarded to that vender. Finance Specialist Martinez-Padilla reminded the commission that last year there was only one bidder, which was Hacienda. This year, two bidders placed bids. Madam Chair Gurulé-Girón asked if everything was done properly. Ms. Martinez-Padilla stated, yes.

Commissioner Casey asked, when you have two bidders, how do you determine what item you buy from who. Mrs. Martinez-Padilla stated that it goes to the lowest bidder per item.

Commissioner Vince Howell made a motion to approve to Award Bid #2018-16 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers and BTU Building Materials Inc., the lowest responsive bidders per item listed. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

| | |
|---------------------------------|--------|
| Commissioner David Romero | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

COMMISSIONERS REPORT

Commissioner Howell wanted to thank Director Ortiz for taking care of an issue with a tenant that was brought to his attention. He stated that Director Ortiz' summary and recount of the meeting was excellent. He feels that the residents involved should easily see the recap and identify what was done for them. Director Ortiz thanked Commissioner Howell.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

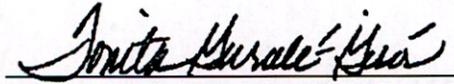
ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

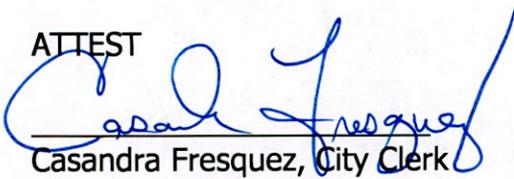
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|---------------------------------|--------|
| Commissioner David Romero | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk